

ACTIVE DUTY SPECIAL WORK OPPORTUNITIES
for E6/E7 in the Emergency Operations Center
at National Guard Bureau, Arlington, VA

1. Reference AR 135-200: Active Duty For Training, Annual Training And Active Duty Special Work Of Individual Soldiers, 30 June 1999.
2. We are seeking candidates in the grade of Staff Sergeant/Sergeant First Class for the Army National Guard Emergency Operations Center, Military District of Washington, for potential assignment. **See Security clearance requirements below.**
 - a. Sponsor is the Operations Division, Army National Guard.
 - b. Initial tour is 139 days. Full per-diem is available for soldiers based outside of the Washington, DC area. Billeting in government quarters is not available. NGB will pay travel costs. Dependent travel is not authorized. Rental Car is not authorized
3. Qualifications.
 - a. These positions are branch immaterial and are competitive. *Past history reflects a selection rate of one in three.* The desired skill-set for this position is demonstrated operational and staff experience in operations, personnel, logistics and/or intelligence.
 - b. Must be comfortable with Microsoft Office© and Microsoft Outlook©. Must have both excellent written and oral communication skills.
4. **Secret Security clearance required.** A local records check will be required for applicants with a Secret clearance.
5. Interested applicants who meet the aforementioned requirements may fax their military bio (see below) and last three OERs to (703) 607-7418, attn: CPT Paul Kell, AOC TTAD Manager (703-607-9517), for consideration. Email questions to paul.kell@ngb.army.mil

BIOGRAPHICAL SUMMARY

As of 17 April 2002

SMITH, John H SSN 123-45-6789

Staff Sergeant, 11B, PA ARNG

Other Functional Areas: 12B (Engineer) and V15 (Investigation)

Date and Place of Birth: 25 December 1954, Pottsville, Pennsylvania

Mandatory Removal date: 31 August 2006

Home Address: 123 N Elm Street, Scranton, PA 12345

Home Phone Number: (703) 555-4089

Email Address: john.smith@us.army.mil

Present Assignment: Training NCO, HHC, 2-501st IN BN, PA ARNG

Total Years of Service: 12

Military Education:

	<u>Year Completed</u>
Basic Training	1991
Infantry AIT	1991
Airborne School	1992
PLDC	1992
Basic Non-Commissioned Officer Course, Phase 1	1996
Basic Non-Commissioned Officer Course, Phase 2	1996
Ranger School	1999
Advanced Non-Commissioned Officer Course	2002

Educational Degrees:

	<u>Year Received</u>
High School Degree, Scranton High School	1990
Associates Degree, Harrisburg College	1995

Decorations, Service Medals and Badge:

Army Commendation Medal with two Oak Leaf Clusters
Army Achievement Medal with four Oak Leaf Clusters
Armed Forces Reserve Medal
Army Reserve Components Achievement Medal
National Defense Service Ribbon
Ranger Tab
Senior Parachutist Wings

Chronological List of Promotions:

SGT	ARNGUS	28 Aug 94
SSG	ARNGUS	12 Mar 97

SMITH, John H. SSN

As of 17 April 2002

Chronological Record of Duty Assignments:

	From	To
ACTIVE DUTY		
• Basic Training, Fort Jackson, SC	Aug 91	Dec 91
• AIT, Fort Benning, GA	Jan 92	May 92
ARMY NATIONAL GUARD (not on Active Duty)		
• Infantry soldier, C Co, 2-502 IN, PA ARNG, Scranton, PA	May 92	Oct 94
• Squad Leader, C Co, 2-502 IN, PA ARNG, Scranton, PA	Oct 94	Jun 98
ACTIVE DUTY		
• Squad Leader, TF 3-223, TX ARNG, Tuzla, Bosnia	Jun 98	Jun 99
ARMY NATIONAL GUARD (not on Active Duty)		
• Weapons NCO, B Co, 2-502 IN, PA ARNG, Scranton, PA	Jun 99	Feb 00
• Operations NCO, HQ 2-502 IN, PA ARNG, Scranton, PA	Feb 00	Nov 00
USAR (not on Active Duty)		
• Individual Ready Reserve	Nov 00	Jan 01
ARMY NATIONAL GUARD (not on Active Duty)		
• Platoon Leader, C Co, 2-502 IN, PA ARNG, Scranton, PA	Jan 01	Present

BIOGRAPHICAL SUMMARY, ADDENDUM A
(Civilian Occupation)

SMITH, John H, SSN

As of 17 April 2002

Owner/operator of business advising military and Civil Service families on retirement planning. Subject matter expert on: Military and Civil Service pay and benefits (TSP, SGLI/FEGLI, Survivor benefits, Social Security, Dependents Indemnity Compensation, Disability). Recruited and interviewed clients, discovered needs, researched strategies, developed and made hundreds of oral presentations to clients. Recruited and interviewed employees. Developed and implemented long- and short -range operational, administrative and financial management strategies resulting in a consulting business growing from zero clients to over 400 in two years. Selected as Agent of the Year in 1999.